

## SELF-SERVICE CENTER

### PROCEDURES: WHAT TO DO AFTER COMPLETING THE PETITION TO ENFORCE A COURT ORDER FOR PARENTING TIME (or VISITATION FOR NON-PARENT)

#### STEP 1. MAKE 3 COPIES (or 4, if needed\*) of the "Petition to Enforce"

- *The original will be filed with the Clerk of the Court.*
- *Copy 1 is for the Family Court Conference Center.*
- *Copy 2 is for the Other Parent.*
- *Copy 3 is for you to keep for your records.*

\**Copy 4 is needed only if there is a 3<sup>rd</sup> Party such as a grandparent or other person who has **intervened** (filed papers and become a party to the case), and you, the Intervener, are filing this **Petition**. If this is the case, you will need Copy 4 in order to serve a copy on BOTH Parents.*

#### STEP 2. FILE THE PAPERS AT THE COURT:

**GO TO THE CLERK OF THE COURT'S FILING COUNTER:** Hand over the originals and all three sets of copies to the Clerk at the filing counter **and pay the filing fee**. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, *and return the stamped copies to you*. These stamped sets of copies are now called "conformed" copies.

You may file your papers at any of the following Superior Court locations from 8 a.m. to 5 p.m., Monday through Friday:

**Central Court Building**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Southeast Court Complex**  
222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

**Northeast Court Complex**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**FEES:** A list of current fees is available from the Self Service Center and from the Clerk of Court's website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

#### STEP 3. GO TO "FAMILY COURT CONFERENCE CENTER" (formerly "Expedited Services")

**Central Court Building**  
201 West Jefferson, 3rd floor  
Phoenix, Arizona 85003

**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Southeast Court Complex**  
222 East Javelina Avenue, Suite 1300  
Mesa, Arizona 85210

**Northeast Court Complex**  
Family Court Administration  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**DELIVER COPY 2 (already stamped by the Clerk) TO THE  
FAMILY COURT CONFERENCE CENTER and  
PICK UP AN "ORDER TO APPEAR".**

Family Court Conference Center will schedule a conference and hearing. You and the other party will meet with a conference officer to talk about the case to try to reach agreement on as many issues as possible. For those matters on which you are unable to reach full agreement, a hearing will be held just after your conference to decide the case.

**THE DATE, TIME, AND LOCATION OF THE CONFERENCE/HEARING WILL BE LISTED ON THE "ORDER TO APPEAR."**

**PARENT FILING - Make enough copies of the *Order to Appear* to:**

- Serve **Copy 2** of the ***Petition*** and a copy of the ***Order to Appear*** on the other parent.
- Keep **Copy 3** of the ***Petition*** and a copy of the ***Order to Appear*** for your records.
- Serve **Copy 4** of the ***Petition*** and a copy of the ***Order to Appear*** on the BOTH parents – *if you are a grandparent or other 3<sup>rd</sup> Party Intervener.*

**STEP 4. SERVE THE PAPERS ON THE OTHER PARTY.** Delivery may be by licensed process server, law enforcement officer, or by return receipt mail or commercial delivery service (such as FedEx, DHL, or UPS) where you can obtain a copy of the other party's signature of receipt to file with the Court. You may **only** hand-deliver or otherwise send without proof of delivery if the other person will sign an ***Acceptance of Service***, in front of a Notary Public or a Clerk of the Superior Court, and will return that form for you to file with the Court."

The Self-Service Center's "SERVICE" packet contains the ***Acceptance*** form and other information on how to deliver ('serve") court papers as required by law. The packet may be purchased from the Self-Service Center or downloaded from the Internet for free.

**STEP 5. GO TO THE COURT CONFERENCE/HEARING.** If a conference and hearing have been scheduled, be sure to write down the date, time and place of the court hearing, and come to the hearing.

- **Be on time.**
- **Dress neatly.**
- **Do not bring children to court.**